



City of Rochester
201 4th Street SE - STE 10
Rochester, MN 55904-3726

Phone: 507-328-2800
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Email: firemarshalsoffice.com

Making an application through the Citizen Access portal

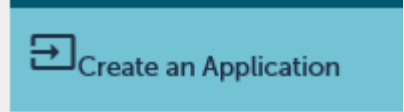
Site link: <https://aca.rochestermn.gov/CitizenAccess/Login.aspx>

The screenshot shows the login page of the Citizen Access portal. At the top, there is a navigation menu with links for Home, Building Permits, Rental Housing, City Planning, City Licensing, County Planning, and Fire Permits. A search bar is located in the top right corner. Below the navigation menu, there is a section titled "Please Login" with instructions for existing users. To the right of this section is a login form with fields for "User Name or E-mail:" and "Password:", a "Remember me on this computer" checkbox, and a "Login" button. Below the login form, there is a link for "New Users: Register for an Account".

Home Screen Choose Fire

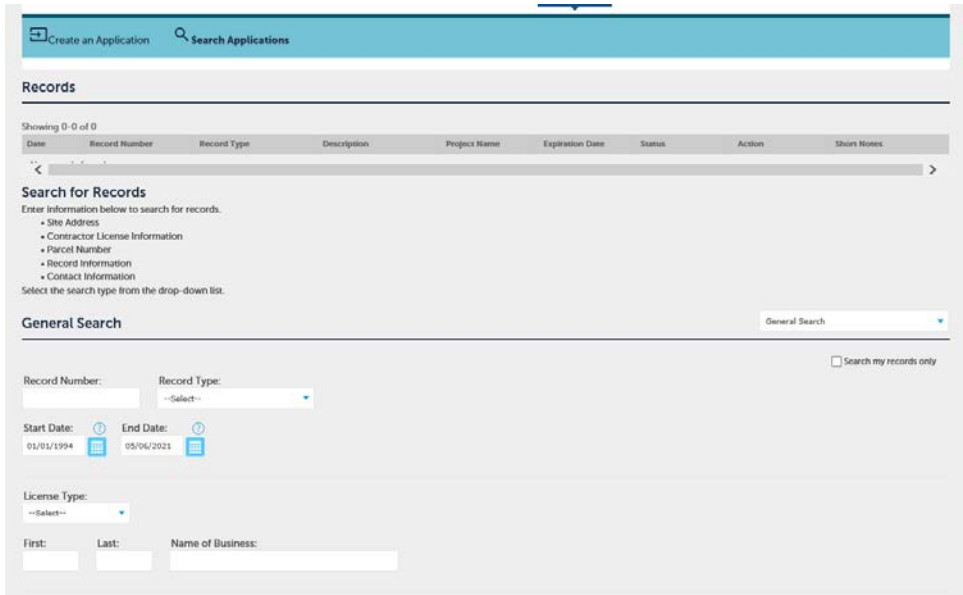
The screenshot shows the home screen of the Citizen Access portal after logging in. The navigation menu at the top includes Home, Building Permits, Rental Housing, City Planning, City Licensing, County Planning, and Fire. Below the navigation menu, there is a sub-menu with links for Dashboard, My Records, My Account, and Advanced Search. A greeting message "Hello, John Doe" is displayed. Below the greeting, there is a section titled "Saved in Cart (0)" with a message "There are no items in your shopping ca".

On this screen you can either start a new application



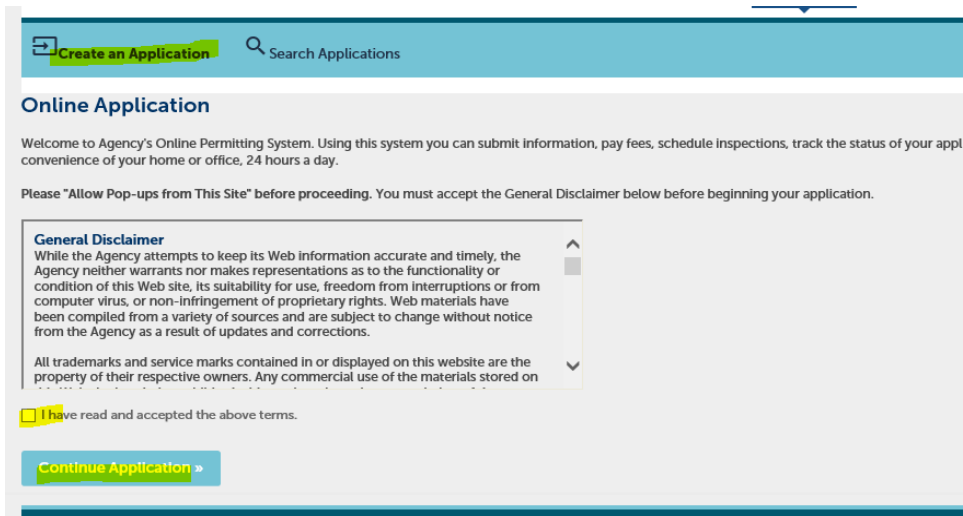
or

Search existing records



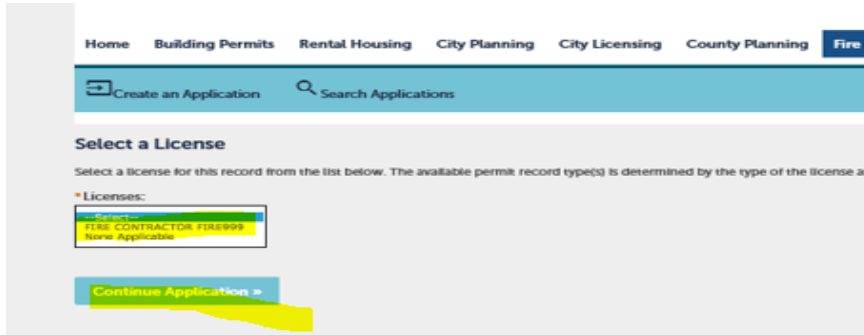
Creating an Application

Choose Create an Application / Acknowledge Disclaimer / Continue Application

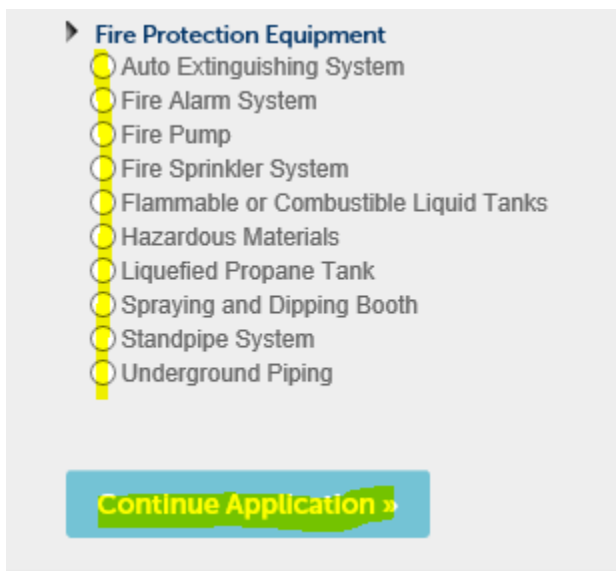


Select a License (this is linked to your account by the Fire Marshal's Office, if you are a contractor and this does not show as an option, contact us at 507-328-2800 so that we can link the appropriate licensing)

Continue Application



Choose type of application and Continue Application



Enter Street No and Street Name (less is more...See the [Address Search Tips](https://www.rochestermn.gov/government/departments/fire/fire-marshal-s-office/citizen-access-permitting-portal/-fsiteid-1) <https://www.rochestermn.gov/government/departments/fire/fire-marshal-s-office/citizen-access-permitting-portal/-fsiteid-1> for more information)

The screenshot shows a web application interface for a 'Fire Alarm System'. At the top, there is a navigation bar with five tabs: '1 Property Information', '2 Contact Information', '3 Permit Information', '4 Permit Documents', and '5 F'. Below the navigation bar, the current step is indicated as 'Step 1: Property Information > Address/Parcel/Owner'. The main section is titled 'Address' and contains several input fields: 'Street No.' (with '203' entered), 'Street Name' (with a search box and 'X' icon), 'Street Type' (dropdown menu), and 'Direction' (dropdown menu). Below these are 'Unit Type' (dropdown menu), 'Unit No.' (text input), 'City' (text input), 'State' (dropdown menu), and 'Zip' (text input). At the bottom of this section are 'Search' and 'Clear' buttons. Below the 'Address' section is the 'Parcel' section, which includes 'Parcel Number' (text input), 'Lot' (text input), 'Block' (text input), 'Subdivision' (dropdown menu), and 'Legal Description' (text input).

Parcel or Owner information will populate from Address Search. Land Owner will populate in Owner field, if building owner is different, type over what has populated.

Choose Search

Fields will populate or a search box will open, choose address from search (refer to [Address Search Tips](https://www.rochestermn.gov/government/departments/fire/fire-marshal-s-office/citizen-access-permitting-portal/-fsiteid-1) <https://www.rochestermn.gov/government/departments/fire/fire-marshal-s-office/citizen-access-permitting-portal/-fsiteid-1> for more information) Select Continue Application (you can also Save to resume application at future time)

Fire Alarm System

1 Property Information 2 Contact Information 3 Permit Information 4 Permit Documents 5 Review

Step 1: Property Information > Address/Parcel/Owner

Address

*Street No.: 201 *Street Name: 4 Street Type: ST Direction: SE

Unit Type: --Select-- Unit No.:

City: ROCHESTER State: NY *Zip: 55904

Parcel

*Parcel Number: 053101

Lot: 002 Block: 001 Subdivision: --Select--

Legal Description: PUBLIC MUNICIPAL

spell check

Owner

Owner Name: CITY OF ROCHESTER Phone:

Address Line 1: 201 4 ST SE

Address Line 2:

Address Line 3:

City: ROCHESTER State: NY Zip: 55904

Applicant / Select from Account

Create an Application Search Applications

Fire Alarm System

1 Property Information 2 Contact Information 3 Permit Information 4 Permit Documents 5 Review 6 7

Step 2: Contact Information > Contacts * Indicates a required field.

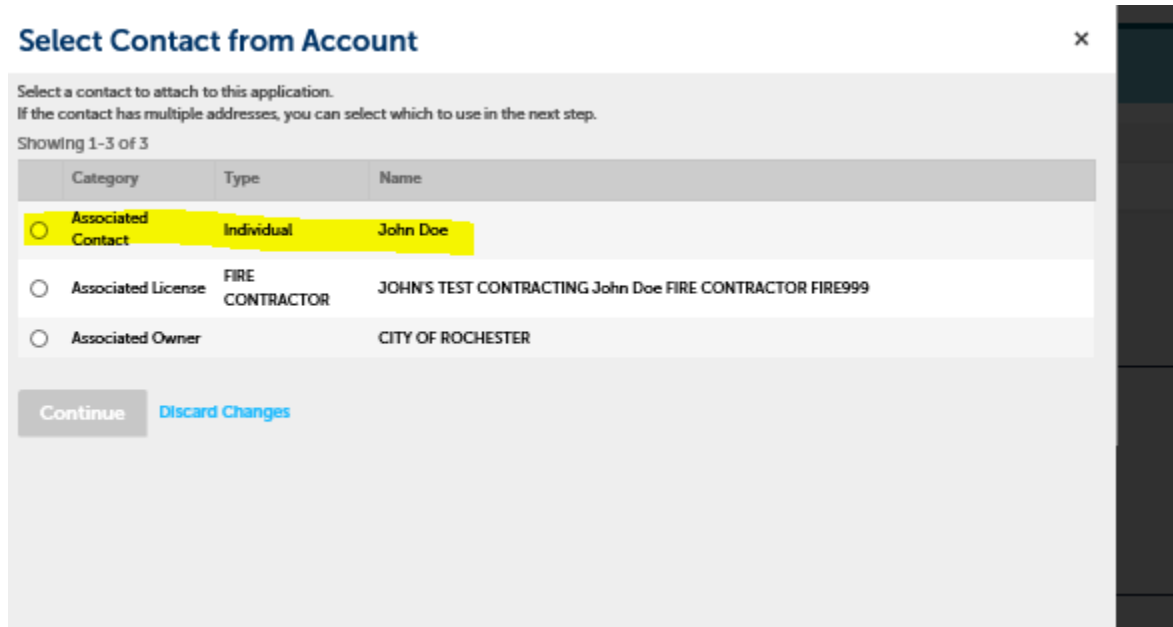
Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

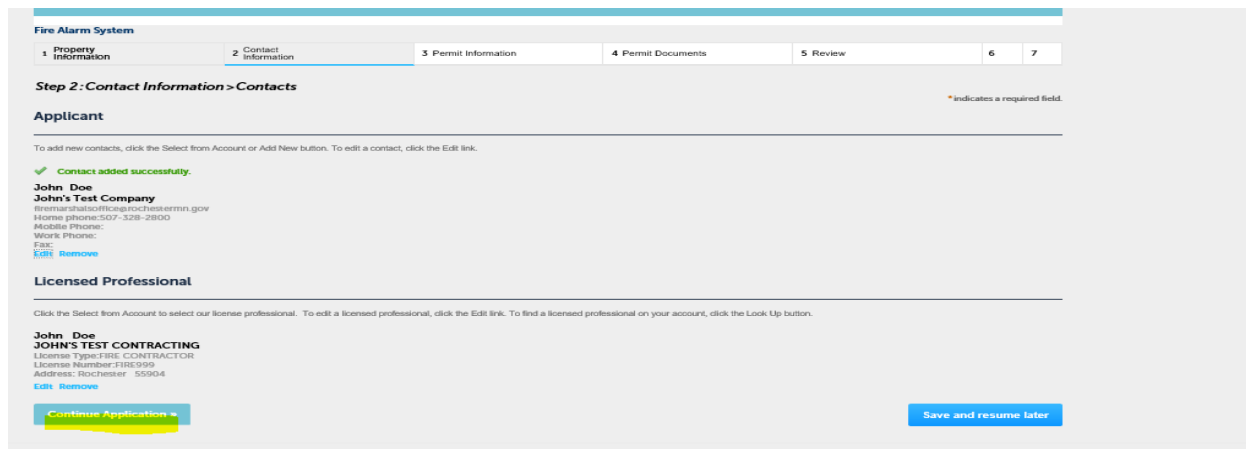
Licensed Professional

Click the Select from Account to select our license professional. To edit a licensed professional, click the Edit link. To find a licensed professional on your account, click the Look Up button.

Choose Associated Contact which should be your user information. Continue.



Contacts will show on this screen. (PLEASE NOTE: email correspondence including, advice of payment options, additional required documents, corrections and subsequent permit issuance will be emailed to the Applicant record)



Complete page entering all fields. (Note: if Mayo project, project number must be entered. if a Building Permit has been issued on this project, enter that permit number. (applications can be rejected and delayed without this information)

Step 3: Permit Information > Permit Detail * indicates a required field.

Additional Information

* Job Value(\$):
10,000

Custom Fields

TIME AND MATERIALS

I certify that Time and Materials including sub contractor costs are included in the above bid valuation:

APPLICATION DATA

Project Name:

Project Number:

Contractor Project Number:

System Manufacturer:

BUILDING WORK TYPE

* Is this a new building construction?: Yes No

ACA RELATED RECORD INFO

Is this work associated with a Building Permit Application?: Yes No

Building Permit Number:

Detail Information

* Detailed Description:
Make sure to add a very detailed describe of the work to be performed

[spell check](#)

Documents

You may run your documents through the Scout Analyzer which will evaluate documents to insure they will interact with our plan review program. This is recommended.

Document uploads required with each application as follows:

- Shop drawings or a project scoping letter

Scoping Letters vs. Shop Drawings

A change to our historical process is the requirement for a scoping letter to help document smaller projects or minor remodels. The intent of the scoping letter is to better document these smaller projects without needing to produce full shop drawings. Additionally, it will help us understand what is and is not in the project scope for both review and inspection purposes. Scoping letters will still need to be accompanied by product/material cut-sheets as part of the application. Failure to provide this may result in a rejected application and resubmission depending on product scope.

The scoping letters will be reviewed as any other plan sets are. If during the review it is determined that project is of significant size or scope, then shop drawings maybe required. The applicant will be contact via email and further instruction will be provided.

*Projects involving Mayo properties and associated work orders may submit a scoping letter with the project number detailed in the body of the letter for review.

Scoping letter requirements

- Drafted on company letterhead
- Detailed description of work being performed to include location
- Signed by company designer/project engineer
- Copy of hydraulic/voltage drop calculations maybe required based on the scope of the project
- Material product cut-sheets from manufacturer or vendor

Shop Drawings

- Floor plan indicating the use of all rooms
- Location of devices/sprinkler layout
- Candela ratings for alarm devices
- Locations of fire alarm control unit, sprinkler risers, standpipes, control valves, NAC power supplies, annunciators
- Battery calculations, voltage drop calculations, hydraulic calculations
- Ceiling heights and construction type
- Fire safety control function matrix (input/output matrix)

The above lists are not considered all-inclusive but are designed to help ensure that projects can be reviewed in a timely fashion with only one submittal.

Select Add

Fire Alarm System

1	2 Contact Information	3 Permit Information	4 Permit Documents	5 Review	6 Pay Fees	7
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Step 4: Permit Documents > Attachments

Before plans can be Attached, you must use the new **Scout online PDF analyzer** to check your documents before uploading. Do not upload plans until they are formatted to comply with N.J. Islands Submittal Requirements. Improperly formatted files will not be accepted and will be returned for reformatting before the review process can begin.

* indicates a required field.

Attachment

The maximum file size allowed is 400 MB.
Only PDF files are allowed for upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue Application » **Save and resume later**

Choose Add



Continue to Add until you have uploaded all necessary documents and Continue



Add descriptions to documents Choose Type as Submitted Drawings Save (you can also add additional documents here as well)

Fire Alarm System

1	2 Contact Information	3 Permit Information	4 Permit Documents	5 Review	6 Pay Fees
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Step 4: Permit Documents > Attachments

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Attachment

The maximum file size allowed is 400 MB.
Only PDF files are allowed for upload.

Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

No records found.

* Type:
Submitted Drawings

File:
Plans.pdf
100%

* Description:
Information relating to this document can be entered here

[spell check](#)

* Type:
Submitted Drawings

File:
spec.pdf
100%

* Description:
Information relating to this document can be entered here

[spell check](#)

[Save](#) [Add](#) [Remove All](#)

[Continue Application >](#)

Attachment confirmation acknowledgement. Additional documents can also be added on this screen via Add
Continue Application



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Fire Alarm System

1	2 Contact Information	3 Permit Information	4 Permit Documents	5 Review	6 Pay Fees	7
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Step 4: Permit Documents > Attachments

Before plans can be Attached, you must use the new [Scout online PDF analyzer](#) to check your documents before uploading. Do not upload plans until they are formatted to comply with Null Islands Submittal Requirements. Improperly formatted files will not be accepted and will be returned for reformatting before the review process can begin.

* indicates a required field.

Attachment

The maximum file size allowed is 400 MB.
Only PDF files are allowed for upload.

Name	Type	Size	Latest Update	Action
Plans.pdf	Submitted Drawings	18.26 KB	05/06/2021	Actions ▼
spec.pdf	Submitted Drawings	19.58 KB	05/06/2021	Actions ▼

Add

[Continue Application](#) *

[Save and resume later](#)

The next screen allows review of application prior to submittal. You can make changes using the appropriate Edit button. When ready to submit, acknowledge certification and Continue Application

Fire Alarm System

1 2 3 **4 PERMITS** 5 Events 6 Pay Fees 7 Record Instance

Step 5: Review

[Continue Application](#) [Save and resume later](#)

Please review all information before clicking the "Add" buttons to make changes to sections in "Continue Application" sections.

Record Type

Fire Alarm System [edit](#)

Address [edit](#)

200 30.6 ST
1000 00000 0 100 00004

Parcel [edit](#)

Parcel Number: 000001
Lot: 000
Block: 000
Legal Description: P000000000000

Owner [edit](#)

CITY OF ROCKHILL
200 4 10 30
00000 00000000 00000

Applicant [edit](#)

JONES COO
JONES TEST COMPANY
200 4 10 30
00000000 000 0000
PHONE NUMBER: 555-5555
E-MAIL: JONES@JONESTESTCOMPANY.GOV

Licensed Professional [edit](#)

JONES COO
JONES TEST CONTRACTING
200 4 10 30
00000000 0000

JONES PROFESSIONAL
PHONE NUMBER: 555-5555
E-MAIL: JONES@JONESTESTCOMPANY.GOV

Additional Information [edit](#)

Job Value: \$50000.00

Custom Fields

USE AND MATERIALS [Edit](#)

I certify that these and materials including sub-contractors work are included in the above bid submission: Yes

APPLICATION DATA [Edit](#)

Project Name: Testing application
Project Number: 02345
Contractor Project Number: 66666666
System Manufacturer:

BUILDING WORK TYPE [Edit](#)

Is this a new building construction? Yes

RELATED RECORDING [Edit](#)

Is this work associated with a Building Permit (and contract)? Yes
Building Permit Number: 025-02345CB

Deal Information [edit](#)

customer contact information is not a very visible single customer as no person

Attachment [edit](#)

The maximum file size allowed is 500 KB.
Only PDF files are allowed for upload.

Name	Type	Size	Upload Update	Action
image.pdf	Submitted Document	10.26 KB	05/06/2021	Actions
image.pdf	Submitted Document	10.18 KB	05/06/2021	Actions

I hereby apply for a fire protection equipment permit and acknowledge that the information shown is complete and accurate and that the work will be in accordance with the ordinance and codes of the city or ordinance and the minimum building fire code. I understand that if my permit does not allow an application for a permit, and work is not in full compliance with a permit, the work requires a permit and approval of plans and specifications by the local fire marshal or a written fire specification approval, which results in the accordance with the approval plan.

I agree with the above information and conditions.

[Continue Application](#) [Save and resume later](#)

Next Step will provide the Permit/Record Number and Acknowledgement of submission. The applicant will also receive an email indicating next steps.


Home Building Permits Rental Housing City Planning City Licensing County Planning Fire P

Create an Application Search Applications

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

 Thank you for your submission or payment.
For Building Permits you will receive an email with further instructions.
For Rental Payments you can now call Building Safety 507-328-2600 and schedule your inspection.
For City Licensing you will receive an email with updates to your license application.
For Fire Permits we will contact you upon review.

201 SE 4 ST, ROCHESTER MN 55904

F21-0057FPE